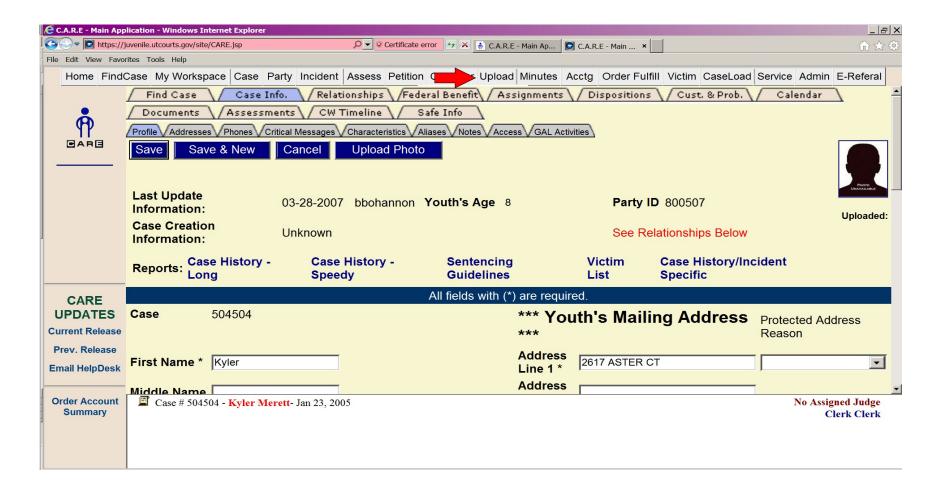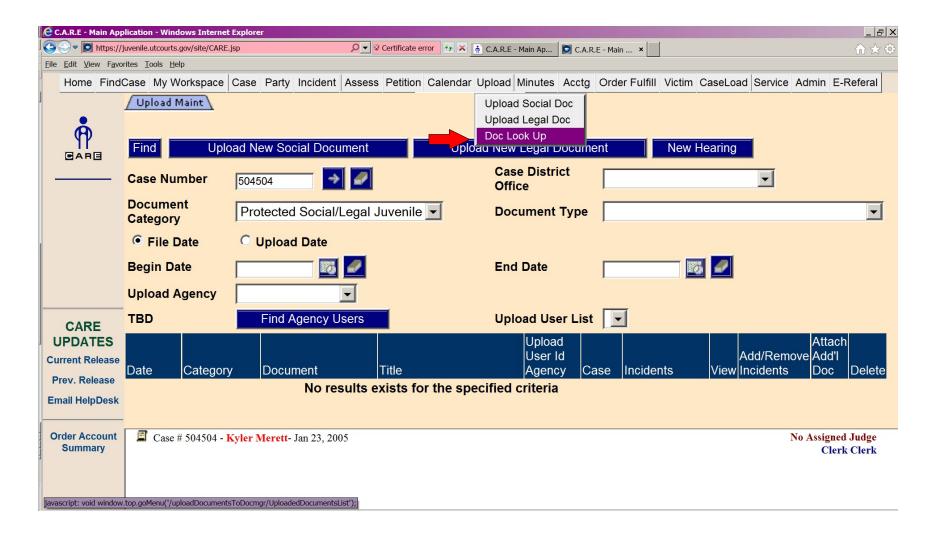# INSTRUCTIONS ON HOW TO ADD/CHANGE INCIDENT, CHANGE TITLE, DOCUMENT TYPE OR DOCUMENT DATE TO AN UPLOADED DOCUMENT.
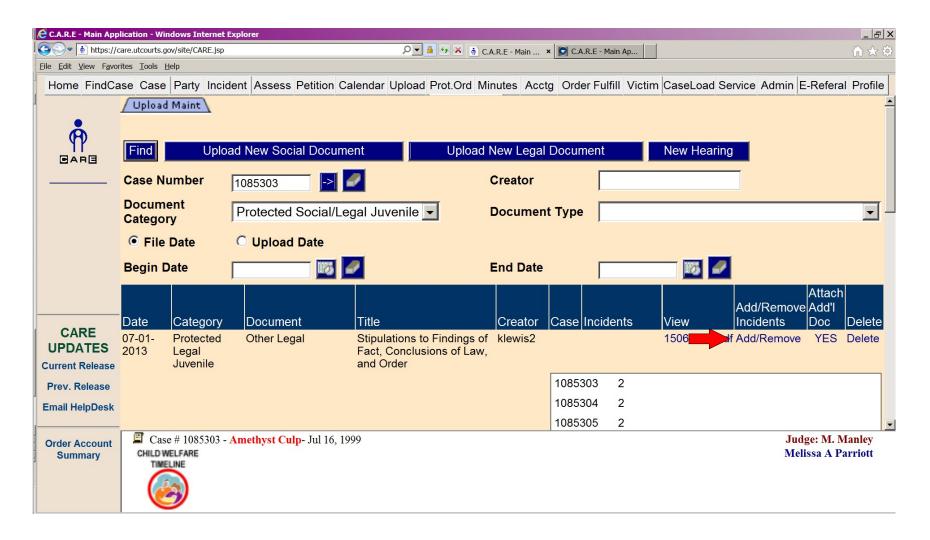
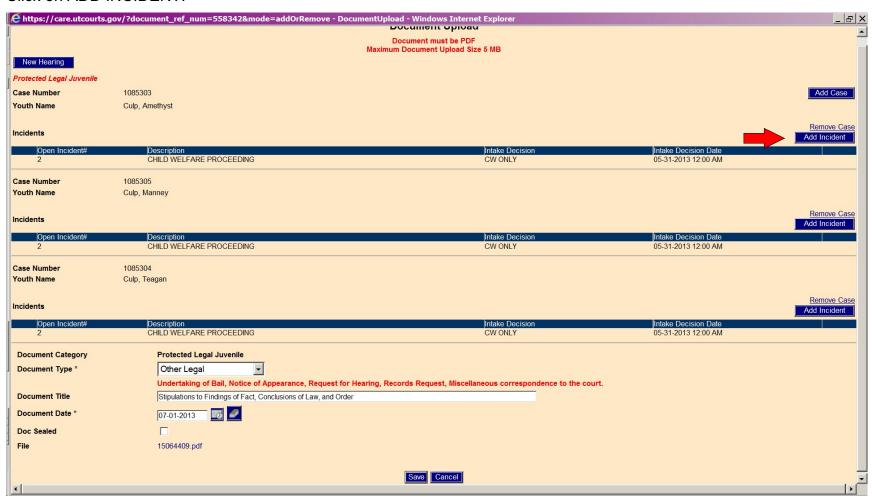Enter the case number and click on the UPLOAD Tab.

Click on DOC LOOK UP.

Find the document you would like to Add/Remove Incidents, change Title, Document type or Date and click on ADD/REMOVE.

INSTRUCTIONS TO ADD, CHANGE OR REMOVE AN INCIDENT.

Click on ADD INCIDENT.

The Add Incident screen will show all of the Incidents associated with the case. Click on the box of the Incident you want to add and click OK.

Once you add your incident it will take you back to the previous screen. You will see the incidents that you selected in the previous screen were added. Now you have the option to delete an incident. Choose the incident you want to delete and click on DELETE. The incident will be removed.

REMOVE/ADD A CASE TO A DOCUMENT

REMOVE- To remove a case from a document click on REMOVE CASE.

A warning box will pop up telling you that this action deletes the associated case to this juvenile uploaded document. Continue? Click OK to delete or CANCEL if you have decided not to delete the case.   If you click OK the case will be removed and will no longer be attached to the document. If you click CANCEL you will be taken back to the document screen.

Message from webpage   ⊠

> **?**   Attention:
>   This action deletes the associated case to this juvenile uploaded
>   document. Continue?

              [OK]   [Cancel]

ADD- To add a case to a document click on ADD CASE.

Document Upload

Document must be PDF
Maximum Document Upload Size 5 MB

New Hearing

Protected Legal Juvenile

Case Number	1085303	Add Case
Youth Name	Culp, Amethyst	

Incidents

Remove Case
Add Incident

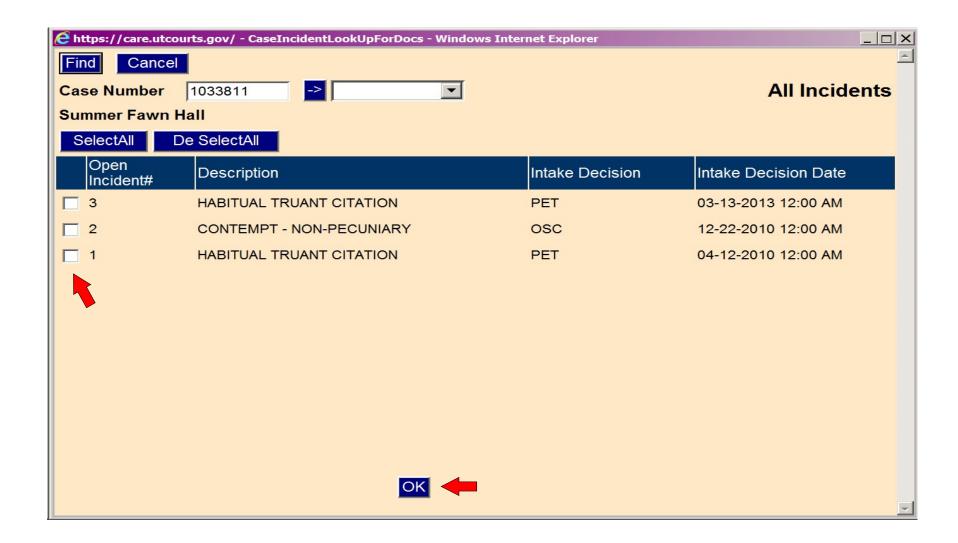| Open Incident#	Description	Intake Decision	Intake Decision Date	
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM	

Case Number	1085305
Youth Name	Culp, Manney

Incidents

Remove Case
Add Incident

Open Incident#	Description	Intake Decision	Intake Decision Date	
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM	

Case Number	1085304
Youth Name	Culp, Teagan

Incidents

Remove Case
Add Incident

Open Incident#	Description	Intake Decision	Intake Decision Date	
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM	

Document Category	**Protected Legal Juvenile**
Document Type *	Other Legal

Undertaking of Bail, Notice of Appearance, Request for Hearing, Records Request, Miscellaneous correspondence to the court.

Document Title	Stipulations to Findings of Fact, Conclusions of Law, and Order
Document Date *	07-01-2013
Doc Sealed	☐
File	15064409.pdf

Save Cancel

Type in the case number and choose your incident type from the drop down box.

Choose the Incident that you want to attach to the document and click OK. This case has now been added to the document.

CHANGE DOCUMENT TYPE, TITLE AND DATE

You can change the Document Type, Document Title and Document date in this screen. To change the Document Type click on the Drop down box and select a new Document Type. To Change the Document Title or Date type your changes in the appropriate box. Once you have made all of your changes click SAVE. You can now exit this screen.